

# ASSOCIATE MANAGEMENT AUDITOR

## PROMOTIONAL EXAMINATION

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### DEPARTMENTAL PROMOTIONAL FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

### POSITIONS

Positions exist in Sacramento.

### POSITION DESCRIPTION

An Associate Management Auditor, under general direction, performs complex and difficult assignments independently and proficiently. Incumbents may work independently or as a lead on a team with other auditors to collect, analyze, develop, prepare and present audit findings of complex programs, systems or projects within EDD and external organizations, such as recipients of federal funds.

### SALARY RANGE

\$4619 - \$5897 per month

### FINAL FILING DATE

Friday, April 10, 2009

### FILING INSTRUCTIONS

All Examination Applications (STD 678) must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

#### **MAILING ADDRESS:**

Employment Development Department  
Human Resource Services Div, MIC 54  
Attention: AMA Exam  
P.O. Box 826880  
Sacramento, CA 94280-0001

#### **FILE IN PERSON ADDRESS:**

Employment Development Department  
Human Resource Services Division  
Attention: AMA Exam  
751 N Street, 6<sup>th</sup> Floor Solar Building  
Sacramento, CA 95814

#### ***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

**Note:** All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. ("Range is applicable to this examination; therefore applications should reflect the breakdown of "from" and "to" dates for time spent in each range.) Applications received without this information may be rejected because of incomplete information.

### REASONABLE ACCOMMODATIONS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

**SEE PAGE 2 FOR ADDITIONAL INFORMATION**

**COMPETITION LIMITED  
TO STATE EMPLOYEES**

- Employees who have a permanent civil service appointment with the Employment Development Department by the final filing date; or
- Current or former employees of the Legislature with two or more years as defined in Government Code 18990; or
- Current or former non-elected exempt employees of the Executive Branch with two or more consecutive years as defined by Government Code 18992; or
- Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the EDD. Eligibility expires 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

**REQUIREMENTS  
FOR ADMITTANCE TO  
THE EXAMINATION**

**Note:** All applicants must meet the education and experience requirements for this examination by the **Final Filing Date**.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II. For example, applicants possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**EITHER I****Minimum  
Qualifications**

One year of experience in the California state service performing professional auditing or accounting duties of a class with a level of responsibility not less than that of Staff Services Management Auditor (Range C) or Governmental Auditor II. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but must have satisfactorily completed the one year of this experience before they can be eligible for appointment.)

**OR II**

Three years of increasingly responsible professional auditing and accounting experience or management consultant experience which shall have involved preparation of reports and presentations of recommendations to management. For at least one year, these responsibilities must have included duties at a level equivalent to that of Staff Services Management Auditor (Range C) in State service. One year of graduate work in accounting, business administration, public administration, or a related field may be substituted for the six months' experience.

**and**

Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting. Registration as a senior in a recognized institution will admit applicants to examinations for Staff Services Management Auditor but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.

**CONTINUED ON PAGE 3**

**EXAMINATION  
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**ORAL INTERVIEW** – Candidates will be required to appear before a Qualifications Appraisal Panel (QAP) for an oral interview consisting of pre-determined, job-related questions.

**CANDIDATES WHO DO NOT APPEAR FOR THEIR ORAL INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.**

***Education and  
Experience***

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately and thoroughly complete his/her application.

List all experience relevant to the "Requirements of Admittance to the Examination" shown on this bulletin, including a complete list of any paid and/or volunteer part-time, full-time, and/or military service work experience, regardless of the duration.

**SCOPE OF THE  
EXAMINATION****A. KNOWLEDGE OF:**

1. Organizational and management laws, regulations, policies and procedures of the State of California when conducting difficult and complex audits and projects.
2. Departmental trends, philosophies and the problems in governmental management to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the department.
3. The financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial and program management activities.
4. The department's uniform accounting system to ensure that fiscal policies and practices comply with State and Federal accepted practices.
5. Basic statistics used to design a sampling methodology to ensure the collection of adequate and appropriate data in conducting audit activities.

**B. ABILITY TO:**

1. Communicate effectively to a variety of audiences including staff, management, and customers within EDD, the Labor and Workforce Development Agency, and/or public entities.
2. Perform reviews of accounting and financial organization procedures and problems.
3. Analyze data, identifying all facts and implications related to a situation, drawing sound conclusions, and determining recommendations for the appropriate course of action.
4. Independently plan, conduct and complete complex financial and performance audits, and special projects of a variety of State agencies, governmental jurisdictions, and other entities.
5. Conduct fieldwork by identifying, collecting and analyzing the necessary data for interpretation and documenting the results, as it relates to the audited activity, in accordance with recognized auditing standards, policies and procedures.

**INQUIRIES ABOUT  
THIS EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. Please refer to page 4 of this bulletin for additional examination information. All inquiries about this examination should be directed to the Laura Carter, Exam Analyst, at (916) 657-0558.

**SEE PAGE 4 FOR ADDITIONAL INFORMATION**

## GENERAL INFORMATION

**THE EMPLOYMENT DEVELOPMENT DEPARTMENT** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**IT IS THE CANDIDATE'S RESPONSIBILITY** to contact the Employment Development Department, Human Resource Services Division, (916) 654-6869, three weeks after filing his/her application if he/she has not received a Receipt of Application notice.

**EXAMINATION APPLICATIONS** (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**IF A CANDIDATE'S NOTICE** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** Veterans Preference Points are not granted in promotional examinations. Competition is limited to those applicants who meet one of the criteria listed on page 2 of this bulletin. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

EMPLOYMENT DEVELOPMENT DEPARTMENT  
Human Resource Services Division, MIC 54  
P.O. Box 826880  
Sacramento, CA 94280-0001  
Telephone/Exam Hotline: (916) 654-6869  
Website: [www.edd.ca.gov](http://www.edd.ca.gov)

California Relay Service for Hearing Impaired:  
From TDD Phone: (800) 735-2929  
From Voice Phone: (800) 735-2922

*TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.*